

## Changing Your Password in SMS

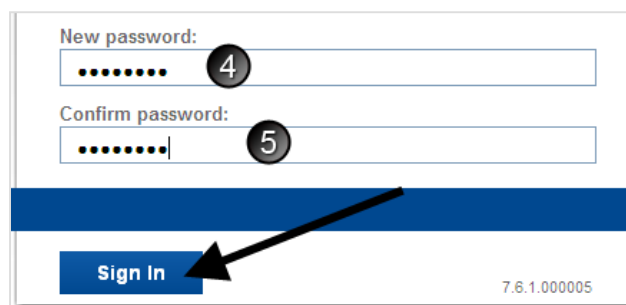
*It is recommended that you change your password the first time you log in to Chancery SMS. Chancery SMS passwords are case sensitive and must be a minimum of 8 characters with a maximum of 3 repeating characters. Passwords expire after 120 days.*

1. Enter your SMS **User ID**.
2. Enter your **Password**. *It is suggested that you copy and paste your password (from your email) into the password field since it contains unusual keyboard characters.*
3. Click the **Reset your password** link. Two new lines appear.

The image shows the 'Chancery SMS' login interface. At the top, the title 'Chancery SMS' is in large blue font. Below it, the 'Sign In' section contains three fields: 'Username' with the text 'jcurran' (marked with a circled 1), 'Password' with masked dots (marked with a circled 2), and a link 'Reset your password?' (marked with a circled 3). A blue 'Sign In' button is at the bottom left, and the version number '7.6.1.000005' is at the bottom right.

**Best Practice:** Set your SMS password to match your AACPS network/email account.

4. Enter your **New Password** on the first line.
5. **Confirm** your new password on the second new line.
6. Click the **Sign In** button to enter the program.

The image shows the password reset interface. It has two input fields: 'New password:' with masked dots (marked with a circled 4) and 'Confirm password:' with masked dots (marked with a circled 5). Below these fields is a blue bar containing a blue 'Sign In' button, which is pointed to by a black arrow. The version number '7.6.1.000005' is at the bottom right.

Security is a serious concern. When accessing Chancery SMS, you are viewing students' records. It is critically important that students, parents, and parent volunteers do not have access to Chancery SMS. Only staff that have been issued a user ID and password should have access to this program. Please log out of the program when not actively using Chancery SMS.